

REPORT FOR WEEK ENDING 8 FEBRUARY 1956

From

FORMS MANAGEMENT BRANCH

Numbered Projects

25X1A9a

4-85 - Information Report Study

1. Review of reprint requirements of stocked forms prevented the reprinting of obsolete Form No. 51-4AA, saving the Agency \$1,470.00.
2. Reevaluation of Form No. 1 resulted in a decision to use a short-run offset master rather than a medium-run mat. The mat size will also be reduced from 10 x 15 $\frac{1}{2}$ to 8 $\frac{1}{2}$ x 15. These actions will save \$1,500.00 per year.

General Information

New Employee Reports for Duty

25X1A9a [redacted] formerly with the Printing Services Division, Office of Logistics, is now a new member of RMS Staff. We are all happy to have such a capable new associate and extend to her a most friendly welcome.

Completed Management Course

25X1A9a Mr. [redacted] recently completed the 2 week Basic Management Course conducted by the Office of Training.

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List of Agency and Non-Agency Forms

[redacted] Because of the close attention which has been given this project during the past week a list of all changes, deletions and additions has been prepared bringing the machine run up-to-date as of 31 December 1955. This list is about to be returned to MRD for correction and preparation of new numerical, alphabetical, and functional lists of all forms currently used by the Agency.

Significant Pending Actions

DD/I Area - None

DD/S Area

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1. Office of Security - Security Violation Report (New) [redacted] Pencil draft of this new form has been prepared for the Office of Security. Its use will eliminate the necessity for preparing formal memoranda in reporting less sensitive Security Violations. Draft will soon be released to the Office of Security for comments or concurrence.
2. OP/RSD/ESB - Housing Listing, Form 580 (Revision) - Per our suggestion that two forms used for recording information about the availability of housing facilities in the Washington Area be consolidated, the Employee Services Branch has submitted a proposed revision.

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3. Revision of "Biographical Data Form", Form 38-48a - [REDACTED]
This matter has been under consideration for some time and involves primarily the application of good design concepts to this form. Meeting was recently held with several representatives of the Office of Security at which a comparative analysis tabulation was presented between the present and contemplated design. As a result of this discussion, the Office of Security agreed to give serious consideration to the new design, develop minor changes which would meet their requirements, and then discuss in a subsequent meeting.

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4. Revised Printing Services Requisitions [REDACTED] - Met with
25X1A9a Messrs. [REDACTED] of the Printing Services Division, 2/7/56, and
proposed that parts two of the proposed 5 part form be eliminated. Final
conclusions were not reached; it was then agreed to hold a new meeting
Friday, February 10th to consider this suggestion and Stock Management's
requirement for a special 6 part form.

DD/P Area

25X1A9a 1. Technical Assistance - [REDACTED] - A partial shipment of forms for [REDACTED] was received at the Air Express Terminal, 9:45 A.M. on February 3, 1956, and arrangements made for delivery to [REDACTED]. A subsequent freight shipment of Form 891 was received on February 6 and delivery accomplished.

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Completed Actions

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DCS Area

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Secretariat officials, it was determined that what was needed was a 7 part, carbon inter-leaved, unprinted, 3" x 5", snap-out set. Since there was no printing on these sets it was thought other offices might find an application for them. On this basis it was decided to centrally stock these sets in the [REDACTED] rather than have all supplies kept within the office of the Cable Secretariat. Though these sets are not, strictly speaking, considered as forms, this office prepared the original requisition, specifications, stocking and distribution requirements for Cable Secretariat.

DD/I Area, DD/S Area, and DD/P Area - Nothing significant to report this week.

SUMMARY OF PENDING ACTIONS

<u>Type</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>Stock</u>	<u>Total</u>
New	2	15	9	-	26
Revision	3	4	9	2	18
Reprint	<u>1</u>	<u>1</u>	<u>-</u>	<u>17</u>	<u>19</u>
Total	<u>6</u>	<u>20</u>	<u>18</u>	<u>19</u>	<u>63</u>

SUMMARY OF COMPLETED ACTIONS

<u>Type</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>Stock</u>	<u>Total</u>	<u>Number of Copies</u>
New	1	-	2		3	11,500
Revision	2	2	2	3	9	49,100
Reprint	<u>2</u>	<u>2</u>	<u>5</u>	<u>14</u>	<u>23</u>	<u>3,374,400</u>
Total	<u>5</u>	<u>4</u>	<u>9</u>	<u>17</u>	<u>35</u>	<u>3,435,000</u>

Redesignated - 5

Obsolete - 1 (51-4AA)

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